District Coordinator Checklist for STAAR Administrations

This checklist is provided as an aid for organizing and tracking progress of training, test planning, test implementation, and completing test administration activities. The items on this checklist correspond to the checklist items embedded in the STAAR section of the *Coordinator Manual*.

Training

- ❏ Review *Coordinator Manual*
- ❏ Review the *Test Security Supplement*
- ❏ Review the TAC
- ❏ Review Resources for Online Activities
- ❏ Attend Training
- ❏ Review and Sign Oath
- ❏ Designate Campus Coordinators
- ❏ Schedule Campus Coordinator Training Sessions
- ❏ Distribute Manuals
- ❏ Prepare for and Conduct Campus Coordinator Training Sessions
- ❏ Designate Technology Staff
- ❏ Schedule and Conduct Technology Staff Training Sessions
- ❏ Direct Technology Staff to Review Resources

Prepare for Paper Administrations

- ❏ Review Materials List
- ❏ Ensure Quantities of Test Materials
- ❏ Familiarize Yourself with the Coordinator Packet Materials
- ❏ Receive Test Materials
- ❏ Verify the Quantities of Testing Materials in Your Shipment
- ❏ Distribute Test Materials to Campuses

❏ Resolve Shortages

❏ Order Additional Materials for Your District

❏ Receive Shipment of Precoded Test Materials

❏ Distribute Precoded Test Materials to Campuses

Prepare for Online Administrations

❏ Organize Test Administrations

❏ Understand Responsibilities of Technology Staff and Test Administrators for Online Administrations

❏ Use the Assessment Management System Practice Center

❏ Receive Login Information

❏ Create Role-Specific Accounts

❏ Review Infrastructure Guidelines and Ensure That Infrastructure Is in Place

❏ Ensure That Technology Staff Have Downloaded and Installed Software and Tools for Online Administrations

❏ Coordinate and Conduct System Checks

❏ Ensure That Student Information Has Been Verified

❏ Ensure That Test Sessions Are Created

❏ Ensure That Student Authorizations Are Generated and Printed Before Test Sessions

❏ Ensure That Proctor Authorizations for Oral Administrations Are Printed Before Test Sessions

Monitor STAAR Administrations (Paper and Online Administrations)

❏ Ensure Proper Testing Environment

❏ Ensure Proper Testing Procedures

❏ Answer Questions and Resolve Problems

Complete Paper Administration Process

❏ Collect Scorable Materials

❏ Verify That Campus Coordinators Have Correctly Returned Scorable Materials

❏ Prepare Scorable Materials for Shipping

❏ Verify Assembly of Scorable Materials

❏ Complete Answer Document Packing Lists

❏ Pack All Scorable Materials

❏ Complete SCORABLE Shipping Label for Each Box

❏ Seal the Boxes Securely, and Affix the Scorable Shipping Labels to the Boxes

❏ Call Carrier for Pickup of Scorable Materials

❏ Order Optional Reports for Each Administration

❏ Collect Nonscorable Materials

❏ Prepare Nonscorable Materials for Shipping

❏ Pack Nonscorable Materials

❏ Complete NONSCORABLE Shipping Label for Each Box

❏ Seal the Boxes Securely, and Affix the Nonscorable Shipping Labels to the Boxes

❏ Call Carrier for Pickup of Nonscorable Materials

❏ Ensure That Campus Coordinators and Principals Have Submitted Security Oaths

❏ Return Oaths from District Coordinator and Superintendent/Chief Administrative Officer to Testing Contractor

Complete Online Administration Process

❏ Order Optional Reports for Each Test Administration

❏ Ensure That Campus Coordinators and Principals Have Submitted Oaths

❏ Return District Coordinator Oaths and Superintendent/Chief Administrative Officer Oath to Testing Contractor

Campus Coordinator Checklist for STAAR Administrations

This checklist is provided as an aid for organizing and tracking progress of training, test planning, test implementation, and completing test administration activities. The items on this checklist correspond to the checklist items embedded in the STAAR section of the *Coordinator Manual*.

Training

- ❏ Review *Coordinator Manual* and *STAAR Test Administrator Manuals (Grades 3–5, 6–8, and EOC)*
- ❏ Review the *Test Security Supplement*
- ❏ Review the TAC
- ❏ Review Resources for Online Activities
- ❏ Review Procedures for Preparing and Submitting Answer Documents and ID Sheets
- ❏ Attend Training
- ❏ Review and Sign Oath
- ❏ Designate Test Administrators
- ❏ Schedule Principal and Test Administrator Training Sessions
- ❏ Distribute STAAR Test Administrator Manuals (Grades 3–5, 6–8, and EOC)
- ❏ Direct Test Administrators to Review Online Resources
- ❏ Conduct Principal and Test Administrator Training Sessions
- ❏ Designate Technology Staff
- ❏ Schedule and Conduct Technology Staff Training Sessions
- ❏ Direct Technology Staff to Review Resources

Prepare for Paper Administrations

- ❏ Verify Shipment of Test Materials
- ❏ Order Additional Secure Materials from District Coordinator
- ❏ Receive Precoded Labels and Answer Documents from District Coordinator

❏ Complete the Verification of Precoded Test Materials

❏ Ensure Precoded Labels Are Applied to the Correct Answer Documents

❏ Supervise Hand-Gridding of Blank Answer Documents

❏ Arrange for Testing Areas

❏ Organize Test Administrations

❏ Distribute Materials to Test Administrators

Prepare for Online Administrations

❏ Organize Test Administrations

❏ Understand Responsibilities of Technology Staff and Test Administrators for Online Administrations

❏ Use the Assessment Management System Practice Center

❏ Create Role-Specific Accounts

❏ Review Infrastructure Guidelines and Ensure That Infrastructure Is in Place

❏ Ensure That Technology Staff Have Downloaded and Installed Software and Tools for Online Administrations

❏ Coordinate and Conduct System Checks

❏ Ensure That Student Information Has Been Verified

❏ Establish a Schedule for Test Administrations

❏ Arrange for Testing Areas

❏ Ensure Proper Testing Environment

❏ Ensure That Test Sessions Are Created

❏ Ensure That Student Authorizations Are Generated and Printed Before Test Sessions

❏ Ensure That Proctor Authorizations for Oral Administrations Are Printed Before Test Sessions

❏ Distribute Materials

Monitor STAAR Administrations (Paper and Online Administrations)

❏ Ensure Proper Testing Environment

❏ Ensure Proper Testing Procedures

❏ Answer Questions and Resolve Problems

Complete Paper Administration Process

❏ Confirm That Test Administrators Have Followed Procedures for Returning Test Materials

❏ Use the Materials Control Form to Account for Test Booklets

❏ Ensure That Test Administrators Have Signed and Returned Security Oaths

❏ Ensure That Answer Document Fields Have Been Completed

❏ Prepare Scorable Materials for Return

❏ Separate and Pack Voided Scorable Materials

❏ Group Answer Documents and Prepare Class ID Sheets

❏ Group Answer Documents and Prepare Campus and Group ID Sheets

❏ Repeat Steps for All Groups; Pack Answer Documents by Group

❏ Return Scorable Materials to District Coordinator by Date Listed on Calendar of Events

❏ Return Signed Security Oaths from Campus Coordinator and Principal to District Coordinator

❏ Return Nonscorable Materials

Complete Online Administration Process

❏ Ensure That Score Codes and Student Records Are Completed

❏ Ensure That Test Materials Have Been Collected and Destroyed

❏ Return Signed Security Oaths from Campus Coordinator and Principal to District Coordinator

Principal Checklist for STAAR Administrations

This checklist is provided as an aid for organizing and tracking progress of training, test planning, test implementation, and completing test administration activities. The items on this checklist correspond to the checklist items embedded in the STAAR section of the *Coordinator Manual.*

Training

❏ Review Manuals

❏ Attend Training

❏ Review and Sign Oath

❏ In Cooperation with District Coordinator, Designate a Campus Coordinator

❏ In Cooperation with Campus Coordinator, Designate Test Administrators

Prepare for Paper Administrations

❏ In Cooperation with Campus Coordinator, Arrange for Testing Areas

❏ Coordinate with Campus Coordinator to Ensure Proper Testing Environment

Prepare for Online Administrations

❏ Receive User ID for Assessment Management System

❏ In Cooperation with Campus Coordinator, Arrange for Testing Areas

❏ Coordinate with Campus Coordinator to Ensure Proper Testing Environment

Monitor STAAR Administrations (Paper and Online Administrations)

❏ Coordinate with Campus Coordinator to Ensure Proper Testing Environment

Complete Paper and Online Administration Process

❏ Return Signed Principal Security Oath to Campus Coordinator

Test Administrator Checklist for STAAR Administrations

This checklist is provided as an aid for organizing and tracking progress of training, test planning, test implementation, and completing test administration activities. The items on this checklist correspond to the checklist items embedded in the STAAR section of the *Coordinator Manual*.

Training

- ❏ Review the Manual
- ❏ Attend Training
- ❏ Receive Your User ID for the Texas Assessment Management System for Online Testing, if Applicable
- ❏ Review Resources for Online Testing
- ❏ Complete Web-Based Test Administrator Training Modules (Optional)
- ❏ Review and Sign the Test Administrator Security Oath

Prepare for Testing

- ❏ Prepare the Testing Environment
- ❏ Help the Campus Coordinator to Prepare for Online Administrations
- ❏ Generate and Print Student and Proctor Authorizations
- ❏ Review Testing Rosters to Ensure Students are Appropriately Placed
- ❏ Prepare ELLs for Testing with Linguistic Accommodations
- ❏ Ready Seating Charts for Each Test Administration
- ❏ Receive Test Materials from Campus Coordinator and Prepare for Distribution
- ❏ Inventory all Secure Materials Issued and Initial the Materials Control Form

Monitor Paper and Online Administrations

❏ Ensure Proper Testing Procedures

❏ Start Online Test Sessions

❏ Monitor and Manage Online Test Sessions

❏ Answer Students' Questions

❏ Collect Test Materials

Complete Paper Administration Process

❏ Account for All Test Booklets and Answer Documents

❏ Ensure That Answer Document Fields Have Been Completed

❏ Return Test Materials to the Campus Coordinator

Complete Online Administration Process

❏ Verify Testing Status

❏ Assign Score Codes and Accommodation Information

❏ Stop the Session

❏ Return All Student Authorizations, Session Rosters, and Test Administration Materials to the Campus Coordinator